

**MERIT STAFFING  
VACANCY ANNOUNCEMENT**

**U.S. DEPARTMENT OF LABOR**  
An Equal Opportunity Employer

<b>Position: Secretary (Office Automation)</b>  <b>Series/Grade: GS-0318-07</b>	<b>Announcement No: ETA 01-088</b>
	<b>Opening Date: 11/13/01</b>
	<b>Closing Date: 11/23/01</b>
<b>Salary Range: \$29,966 to \$38,954</b> (includes locality pay)	<b>Number of Vacancies: One</b>
	<b>Bargaining Unit: Inside</b>
<b>Organizational/Geographic Location:</b> <b>Employment &amp; Training Administration</b> <b>Office of Financial &amp; Administrative Management</b> <b>Office of Grants &amp; Contract Management</b> <b>Washington, DC</b>	<b>Promotion Potential: No</b>
	<b>Civil Service Status Required: Yes</b>
	<b>Temporary Position: No</b>
	<b>Part-time Position: No</b>
<b>Duty Station: Washington, DC</b>	<b>Area of Consideration: Status Government Candidates and *ICTAP Eligibles Within the Local Commuting Area.</b>

Applications will also be accepted from persons who qualify under noncompetitive hiring authorities (within the area of consideration), such as (but not limited to) Veterans Readjustment Appointment (VRA eligibles), 30% or more compensable veterans, persons with disabilities, Outstanding Scholar, or present/former Peace Corps personnel. Additionally, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after substantially completing three years of continuous active military service may apply under the Veterans Employment Opportunity Act.

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://doleta.wdsc.org/jobs>.

<b>Position Duties and Responsibilities:</b>	
\$	Screens calls and visitors to the office and forwards to the supervisor only those calls requiring his/her direct attention.
\$	Personally responds to routine and general inquiries regarding office policies and procedures.
\$	Determines the disposition of requests for information which can be assembled from files and records, and prepares materials personally or follows up to see that it is prepared by appropriate staff member.
\$	Assembles and summarizes information from files and documents or other available sources in anticipation of supervisor's needs or as requested.
\$	Maintains control records on action documents and congressional correspondence. Follows up on work in progress to ensure reply or action within established due dates.
\$	Reviews outgoing correspondence for procedural conformance, grammar, format, required clearances, enclosures, and special policies of the supervisor.
\$	Serves as a liaison between the supervisor and the Unit Chiefs and vice versa. Informs staff of practices, policies and views of practices, policies and views of the supervisor.

**Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)**

**Applicant must possess at least one year of specialized experience at or equivalent to the next lower grade in the Federal service. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position to be filled (as listed in the above Duties and Responsibilities). Applicants may also qualify on a combination of education and specialized experience.**

\*ICTAP (Interagency Career Transition Assistance Program candidates):Applicants applying for special selection priority under 5 CFR Part 330 Subparts C or G (ICTAP), must be well qualified and submit proof of eligibility, i.e., RIF separation notice, certificate of expected separation, or other agency certification that you are in a surplus occupation; submit the last or current performance rating of record of at least fully successful or equivalent; apply for a vacancy at or below the grade level from which separated; file an application for a specific vacancy within the time frame indicated in the announcement; and be well qualified for the position. If separated through compensable injury or disability, no performance rating is required. Well qualified is defined as: A rating of at least

AGood@ on evaluation factors designed as High (H).

#### **CONDITIONS OF EMPLOYMENT**

The following statements apply if checked:

<input type="checkbox"/> Requires a security clearance <input type="checkbox"/> Requires a medical examination <input type="checkbox"/> Subject to financial disclosure requirements <input type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met	<input type="checkbox"/> Subject to frequent overtime <input type="checkbox"/> Subject to frequent travel <input type="checkbox"/> Requires a valid drivers license <input type="checkbox"/> Subject to geographic mobility <input type="checkbox"/> Subject to drug test prior to appointment
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#### **METHOD OF EVALUATION**

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

In addition to meeting the minimum qualifications and eligibility requirements for special priority consideration, ICTAP candidates must meet the desired level of performance as indicated by the knowledge, skills, and abilities and be rated Awell qualified. @ Well qualified is defined as a rating of at least AGood@ on evaluation factors designed as High (H).

**IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTORS LISTED BELOW. HOWEVER, FAILURE TO ADDRESS THESE EVALUATION FACTORS MAY IMPACT YOUR FINAL RATING OR RANKING.**

**EVALUATION FACTORS: Factors designated (H) are rated high.**

1. Knowledge of the full range of substantive administrative systems, office services and procedures with in DOL/ETA as they relate to clerical and administrative functions of OGCM. (H)
2. Knowledge of office practices, procedures, functions and responsibilities sufficient to recommend clerical shifts, equipment and support service needs during fluctuating workloads. (H)
3. Knowledge of administrative concepts and practices sufficient to recommend changes in administrative policies, interpret new instructions and procedures and instruct and assist clerical staff appropriately.
4. Ability to merge software packages to produce a variety of automated documents for staff of the two procurement divisions. (H)
5. Basic knowledge of ETA contract and grant office functions, practices and procedures sufficient to provide administrative and technical support to procurement staff. (H)

#### **HOW TO APPLY**

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including an Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Social Security Number (SSN)
- Country of Citizenship
- Veterans Preference
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

**The following material is required if checked:**

- ☒ -- Most recent supervisory performance appraisal or a statement with reasons why you do not have a supervisory appraisal is required for all applicants.
- ☒ B SF-50, Notification of Personnel Action (Required for all current or former federal applicants).
- ☐ -- College transcript (Required if qualifying based solely on education or a combination of education and experience.
- ☐ -- Other:
- ☒ -- Please complete and submit the attached Applicant Background Questionnaire, OMB No. 1225-0072, with your application. Submission of this form is optional. Data collected will be used only in aggregate, to assess the effectiveness of outreach efforts. Consideration for this job will not be affected by failure to submit this form. **We will acknowledge receipt of your application within 24 hours if it is accompanied with this form.**

***Mail your application to, or secure forms or information from:***

U.S. Department of Labor  
Employment and Training Administration  
Office of Human Resources  
200 Constitution Avenue, NW, Room S-5214  
Washington, DC 20210

**Attn: Merfil Cuesta**

Commercial: (202) 693-3922  
Fax: (202) 693-3734  
TTY: (202) 593-3924

**An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete application must be postmarked by the closing date of this announcement.**

**ADDITIONAL INFORMATION TO APPLICANTS**

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
- If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.
- Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.
- Selection for this position may be made as a result of this announcement or by any other appropriate means including reassignment, reinstatement, new appointment, transfer or change to lower grade.
- Special Note to Outside Applicants: Male applicants between the ages of 18 and 25 are eligible for appointment only after registering with the Selective Service System.



# U.S. DEPARTMENT OF LABOR

## APPLICANT BACKGROUND QUESTIONNAIRE

OMB No. 1225-0072  
2002)

FORM APPROVED (Exp. 4-30-

The U.S. Department of Labor is requesting your completion of this form to assist the agency in evaluating and improving its efforts to publicize job openings and to encourage applications for employment from a diverse group of qualified candidates, including minorities and persons with disabilities. The Department will use the data you supply to determine how many applicants are from different groups and how many of these applicants are qualified for the job in question. The Department will then assess the effectiveness of specific outreach efforts and means of communicating information on job vacancies in light of this information.

EFFECTS OF NONDISCLOSURE: Providing the information requested on this form is voluntary. This information will have no effect on hiring decisions.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number.

Information provided on this form will be used for program evaluation. Personal identifying information will not be included in the tabulation of data in the DOL database.

The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the U.S. Department of Labor, Human Resource Services Center, FPB, Washington, D.C. 20210; and the Office of Management and Budget, Paperwork Reduction Project, Washington, D.C. 20503.

Solicitation of this information is in accordance with 5 CFR Section 720, A Federal Equal Opportunity Recruitment Program@ (FEORP).

### PLEASE COMPLETE THE FOLLOWING:

Name:

Do you have a Disability? ☐ Yes ☐ No

If You checked AYes@ above, is your disability one of the

targeted disabilities listed below? ☐ Yes ☐ No

- ☐ Blind
- ☐ Deaf
- ☐ Missing Extremity(s)
- ☐ Partial Paralysis
- ☐ Complete Paralysis
- ☐ Convulsive Disorder
- ☐ Mental Retardation
- ☐ Mental Illness
- ☐ Genetic or physical condition affecting limbs or spine

Sex: ☐ Male ☐ Female

Title, Grade, and Announcement Number Of Position for which applying:

### ETHNIC SELF-IDENTIFICATION

Are you Hispanic, Latino, or of Spanish Origin? (Definition: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) ☐ Yes ☐ No

### RACE SELF-IDENTIFICATION

Please read the descriptions, then mark one or more races to indicate what you consider yourself to be.

- |   |  |
|---|--|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.  |
| <input type="checkbox"/> Asian                            | <input type="checkbox"/> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. |
| <input type="checkbox"/> Black or African American        | <input type="checkbox"/> A person having origins in any of the black racial groups of Africa.  |
| <input type="checkbox"/> Native Hawaiian or               | <input type="checkbox"/> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.  |
| <input type="checkbox"/> Other Pacific Islander           |  |
| <input type="checkbox"/> White                            | <input type="checkbox"/> A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.   |

### SOURCE OF INFORMATION ABOUT THIS VACANCY: (Check all that apply)

- ☐ 1. Magazine
- ☐ 2. Newspaper
- ☐ 3. Radio/Television Broadcast
- ☐ 4. Agency Personnel Office
- ☐ 5. State Employment Office
- ☐ 6. Government Recruitment at School
- ☐ 7. Federal, State, or Local Job Info. Center
- ☐ 8. Friend or Relative Working for the Agency
- ☐ 9. Internet
- ☐ 10. Federal/DOL Jobsline

